



POLICY AND STANDARD OPERATING PROCEDURE

Admission



GOPIKABAI SITARAM GAWANDE MAHAVIDYALAYA

Umarkhed Dist. Yavatmal 445206

(Affiliated to Sant Gadge Baba Amravati University Amravati)

NAAC accredited by B⁺⁺ with CGPA 2.79 (3rd Cycle)

Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit
Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed

Dist:-Yavatmal Pin Code – 445206
Arts – Commerce – Science & M.C.V.C.

Dr. S.R.Vadrabade

M.Sc. Ph.D.
Principal

Ref.No.

Date:

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POLICY AND STANDARD OPERATING PROCEDURE FOR ADMISSION

Title:

The SOP is entitled as “Admission policy and Procedure” which is a blueprint of admission process operated in the college.

Scope:

The Institute abide with the norms and regulations, issued by the state Gov. and Affiliating University, and follows the same for admission to all programs offered by the college

Objective:

This policy helps the administrative staff, teachers and the students to follow simple and efficient steps and create hassle-free, easy and supporting environment for admission in the college.

Procedure and Practice:

The entire admission process is split in to three steps which are as follows

1 Preadmission Task:

- A. The administrative section prepares draft of documents/Forms required at the time of admission.
- B. The Committee headed by the senior faculty prepares the draft of Boucher/prospectus which includes the information on programs, Fee structure, Information on various Scholarships available, Student Support systems, and about the disciplines.
- C. The drafts after approval by the principal, are sent for printing,
- D. The printed copies of admission form, supporting documents and Prospectus is kept ready before the Announcement of admission Procedure.
- E. The Links, notice(s) regarding the admission process are made available on the institutional website .

2 Constitution of Admission Committee:

The Admission Committee is constituted to look after entire admission process of all programs. The admission committee shall

- A Prepare the Admission Schedule for all Program
- B Display the approved Schedule on Notice Board as well as on website.
- C Prepare and display the course wise Check List of student who apply for seeking the admission (offline/online mode are available).
- D. Display the Final merit list (as per University Norms).

3 Admission Process:

The Student desired (whose name appeared in Merit -List) shall

- A. Submit the Admission form to Member of Admission Committee
- B. Admission committee shall
 - a. Check the detailed information submitted
 - b. Verify the requisite Documents
 - c. Sign the Admission form and recommend for Admission.
 - d. Collect the Personal Information Data Sheet from The Candidate
- C. Student Shall pay the Admission fee and Confirm his/her admission
- D. The Cash Section shall issue the Receipt of Payment.
- E. The Student shall verify the details on receipt and submit the form to admission desk.
- F. Admission desk shall issue the admission confirmation receipt and issue the Identity card.

Responsibility rests with : Chairman, Admission Committee and administrative officer.

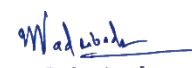
Date of creation: June 2020

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Approved by :


Co-ordinator
IQAC,
G.S.Gawande College, Umarkhed.




Principal
G.S.Gawande College
Umarkhed Dist.Yavatmal.